

**U.S. DEPARTMENT OF COMMERCE  
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY  
CHARTER OF THE  
JUDGES PANEL OF THE MALCOLM BALDRIGE NATIONAL QUALITY AWARD**

**ESTABLISHMENT:**

The Secretary of Commerce, having determined that it is in the public interest in connection with the performance of duties imposed on the Department by 15 U.S.C. 3711a(d)(1), has established the Judges Panel of the Malcolm Baldrige National Quality Award (the "Panel") pursuant to the Federal Advisory Committee Act, 5 U.S.C. app. 2.

**OBJECTIVES AND DUTIES:**

1. The Panel will ensure the integrity of the Award selection process.
2. Based on a review of results of examiners' scoring of written applications, Panel members will vote on which applicants merit site visits by examiners to verify the accuracy of quality improvements claimed by applicants.
3. The Panel will ensure that individuals on site visit teams for the Award finalists have no conflict of interest with respect to the finalists. The Panel will also review recommendations from site visits, and recommend Award recipients.
4. The Panel will function solely as an advisory body, and will comply with the provisions of the Federal Advisory Committee Act.

**MEMBERS AND CHAIRPERSON:**

1. The Panel will consist of at least nine, and not more than twelve, members selected on a clear, standardized basis, in accordance with applicable Department of Commerce guidance. There will be a balanced representation from U.S. service, manufacturing, education, and health care industries. The Panel will include members familiar with the quality improvement operations of both for-profit and not-for-profit organizations.
2. The Panel will be appointed by the Secretary of Commerce for three-year terms and will serve at the discretion of the Secretary. All terms will commence on March 1 and end on February 28 of the appropriate year.
3. Any individual appointed to fill a vacancy occurring before the expiration of the term for which his or her predecessor was appointed shall be appointed for the remainder of such term. No individual may be appointed as a member after serving more than two full terms.

4. The Panel Chairperson will be appointed by the Secretary of Commerce, and will serve a one-year term subject to renewal by the Secretary.

**ADMINISTRATIVE PROVISIONS:**

1. The Panel will report to the Director of NIST. The Designated Federal Officer will be the Director for the Baldrige National Quality Program of NIST.

2. The Panel will meet four times per year. Additional meetings may be called as deemed necessary by the NIST Director or by the Chairperson.

3. Members of the Panel shall serve without compensation, but may, upon request, be reimbursed travel expenses, including per diem, as authorized by 5 U.S.C., 5701 et seq.

4. The NIST Office of the Baldrige National Quality Program will provide clerical and other necessary support services for the Panel and any of its subcommittees.

5. The estimated annual cost of operating the Panel is \$25,000, which includes one-fourth of a person-year for staff support. Section 3711a(f) of Title 15 of the U.S. Code authorizes the use of appropriated funds to support this program, in addition to donations from public and private sources and, if additional sums are needed to cover the full cost of the program, funds from fees imposed on award applicants. Monies from any or all of the above sources will be used to cover the annual operating expenses of the Panel, including member travel and per diem, clerical and other support services.

6. The Panel may establish such subcommittees of its members as may be necessary, subject to the provisions of the Federal Advisory Committee Act and the Department of Commerce Committee Management Handbook, Part II, Chapter 2, Section F.

**DURATION:**

The Panel will terminate two years from the date of the filing of this charter with the appropriate U.S. Senate and House of Representatives Oversight Committees unless earlier terminated or renewed by proper authority.

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Date

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Chief Financial Officer and  
Assistant Secretary for Administration